

2. PROVIDER ENROLLMENT

Who can enroll?

The VFC Program was created to increase access to health care and allow children to remain in their medical home for immunizations. Any Montana health care provider **serving children 0–18 years of age** who is licensed, in good standing, and with independent prescription writing authority for vaccines can enroll in the VFC Program. This includes both public and private facilities and those not registered as Medicaid providers.



VFC providers must have equipment capable of properly storing vaccines as defined by the Montana *Vaccine Management Plan* (contained in this handbook starting with Section 11) and must be willing to implement VFC Program requirements at their facility. Providers should determine if they serve a sufficient number of eligible patients to justify enrollment in the program (see Section 3 – VFC Eligibility).

Individuals and facilities on the “List of Excluded Individuals and Entities” published by the Department of Health and Human Services Office of the Inspector General (<http://exclusions.oig.hhs.gov/>) are prohibited from participating in federally funded health care programs, including the VFC Program. The Montana Immunization Program must terminate or decline to enroll any provider that is on the list or employs a person on the list.

Re-Enrollment – Current Providers

Each year, all VFC providers must re-enroll in the program by completing a Site Contract in imMTrax, the state immunization registry. The Immunization Program notifies providers when the re-enrollment period begins and provides instructions. Completed Site Contracts are sent electronically to the Immunization Program for approval. Once annual enrollment begins, providers are prohibited from using imMTrax and ordering vaccine until their Site Contract is approved.

When completing your Site Contract, you must provide and/or update the following information:

- **Provider Contact Information** – This information will automatically fill in from your imMTrax account information. Review and update, if necessary.
- **List of Providers and Clinicians** – This information will automatically fill in from your imMTrax account information. Medical license numbers are required for providers. Review and update, if necessary.
- **Provider Profile** – This portion of the contract contains immunization patient numbers for your facility by age group and VFC eligibility status. Patient numbers will automatically populate in the table. The source of the numbers differs depending on whether you are an integrated or aggregate provider (see page 10 for definitions):

- **Integrated Providers** – Profile numbers are drawn from immunization records entered over the past year. Integrated providers must have data entry up to date and client VFC eligibility status accurately designated.
- **Aggregate Providers** – Profile numbers come from the previous year's site contract. Please update this information using your eligibility screening documentation from the past year (See Section 4 – Documenting Eligibility Screening).
- **Vaccine Management Information** – Review and update, if necessary, the name of your primary and alternate VFC Vaccine Managers and your plan for safeguarding your vaccine in the event of an emergency. (This is also a good opportunity to update, review, and post information in Section 12. See page 43).
- **Provider Agreement** – This portion of the contract lists the federal statutory requirements of the VFC Program as defined in [42 USC § 1396](#) and must be signed by the medical director or equivalent at your facility. By electronically signing this document and accepting shipment of VFC vaccine, your facility agrees to abide by the requirements of the VFC Program.
- **Fulfillment of Provider Education Requirement** – Beginning in 2014, providers must certify in their site contract that their VFC Vaccine Manager and Alternate Vaccine Manager have fulfilled the annual education requirement. Providers cannot re-enroll until the education requirement has been completed (see Section 19 for more details on the annual education requirement).

Providers must notify the Immunization Program any time during the year if:

- Their contact information, vaccine management personnel, or vaccine shipping instructions change
- The medical director (or equivalent) changes
- Their providers and clinicians listed in imMTrax change
- The number of immunization patients at the facility changes significantly
- The facility type changes
- They add or decommission a VFC vaccine storage unit.

Enrollment – New Providers

Health care providers wishing to enroll in the VFC Program can begin by contacting the VFC Coordinator at the Montana Immunization Program either by telephone (444-0277) or email (hhsiz@mt.gov). The VFC Coordinator will briefly describe the program, learn about your facility, and determine whether the VFC Program is a good fit for your clinic.

New provider enrollment involves the following steps:

- **VFC Enrollment Packet** – A VFC enrollment packet will be mailed to you prior to enrolling and contains information and forms pertaining to the VFC Program. Please review this material before your enrollment visit.
- **Enrollment Visit** – During an enrollment visit, a Montana Immunization Program staff member explains the VFC Program, inspects your vaccine storage equipment, delivers State-supplied thermometers, and answers questions. Enrollment visits are conducted in person.
- **Submission of VFC Site Contract, imMTrax Memorandum of Agreement (MOA), and System Access Requests** – The VFC Site Contract outlines the requirements of the VFC Program and captures required enrollment information. After your initial enrollment (on paper), you are required to re-enroll each year by

updating your Site Contract electronically in imMTrax. The imMTrax MOA (one per facility) and System Access Requests (one per person requesting imMTrax access) are required to set up your imMTrax account.

- **Issuance of VFC PIN and imMTrax Access Information** – Once your VFC paperwork is processed and you have received an enrollment visit, you will be issued a VFC PIN number and imMTrax login information. New provider training is available through the imMTrax Training and Support (444-4560).
- **Fulfillment of Education Requirement** – New VFC providers must designate a primary VFC Vaccine Manager and an alternate. Vaccine Managers and Alternate Vaccine Managers must complete an education requirement prior to placing their first vaccine order. See Section 19 for more details.
- **Storage Unit Approval** – New VFC providers must submit one week of data logger (digital thermometer data) on all VFC vaccine storage units and cannot receive VFC vaccine until the Immunization Program reviews the data and approves the storage unit (See Section 13).

Please note that the sequence and timing of VFC enrollment activities may vary depending on your location and availability of Immunization Program staff. Generally, VFC enrollment can be completed in two to four weeks.

Inactivation

Inactivation from the VFC Program is defined as a temporary suspension from vaccine ordering. Providers may request to be inactivated or the Montana Immunization Program may inactivate a provider for not complying with program requirements. As long as VFC vaccine is in inventory, facilities must follow the storage and handling requirements described in this handbook.

Inactivation is considered a temporary situation, with the expectation that the situation warranting inactivation can be quickly remedied. Inactivated providers may be required to return all VFC vaccine and State-supplied equipment per State instructions.

Termination

Termination from the VFC Program is the permanent removal of a provider from the program. Providers may choose to be terminated from the VFC Program or the Montana Immunization Program may terminate providers due to repeated non-compliance issues that have not been appropriately addressed or a permanent condition such as being listed on the “List of Excluded Individuals and Entities” (see Section 2 – Provider Enrollment).

Terminated providers are required to account for all VFC vaccine and return State-supplied equipment per State instructions. Once all vaccine and equipment has been accounted for, the Immunization Program will issue a memo to the provider finalizing the termination.

Termination from the VFC Program is considered permanent. However, a terminated provider may be allowed to re-enroll if they demonstrate full compliance and complete the enrollment process, including an enrollment site visit.

See Section 9 – Non-Compliance, Fraud, and Abuse for more details on program inactivation and termination.